

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

---

**SCHOOL FINANCE MEMORANDUM 04-042**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Maggie Singler

**DATE:** April 14, 2004

**SUBJECT:** April 15, 2004 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The April 15, 2004 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact a Regional Training Center (RTC) <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid based on 40<sup>th</sup> or 100<sup>th</sup> day Average Daily Membership (ADM), due by March 31 2004, as calculated on the ADMS46-1 Report. All charter schools, regardless of sponsorship, must have submitted a student list, 40<sup>th</sup> or 100<sup>th</sup> day ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for an April payment.

In the event you did not receive an April 15, 2004 payment, it may be due to a decrease from 40<sup>th</sup> day ADM to 100<sup>th</sup> Day ADM, missing or late submitted ADM or having received overpayments in prior months. Any change in student counts on the CHAR55-1 will impact the calculated payment on CHAR64-1. If you have questions about student counts please contact either a RTC <http://www.ade.az.gov/rtc/>, Karla Dunn or Steve Murosky at (602) 542-5695 or (602) 542-8227 or email the School Finance Inbox at [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov).

Information regarding corrections to FY2002-03 state aid is posted on the School Finance web site at <http://www.ade.az.gov/schoolfinance/BulletinBoard/Charters/>.

If you have any questions regarding your equalization calculation or payments please contact either Sue Burk at (602) 542-8249 ([sburk@ade.az.gov](mailto:sburk@ade.az.gov)) or me at (602) 542-8244 ([msingle@ade.az.gov](mailto:msingle@ade.az.gov)).

April 15, 2004